

From: CNO WASHINGTON DC [mailto:DAADMINISTRATOR@PTSC.PENTAGON.MIL]  
Posted At: Monday, September 12, 2005 9:03  
Posted To: NAVY-HQ-CNI Action  
Conversation: HURRICANE KATRINA PAY AND PERSONNEL SUPPORT PROCEDURES  
Subject: HURRICANE KATRINA PAY AND PERSONNEL SUPPORT PROCEDURES

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PRECEDENCE TO: IMMEDIATE DTG: 111636Z SEP 05  
PRECEDENCE CC: IMMEDIATE  
TYPE: AUTODIN  
FROM PLA: CNO WASHINGTON DC  
SUBJECT: HURRICANE KATRINA PAY AND PERSONNEL SUPPORT PROCEDURES  
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TO NAVADMIN  
ZEN/NAVADMIN @ AL NAVADMIN(UC)  
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UNCLAS SECTION 1 OF 2  
SUBJ: HURRICANE KATRINA PAY AND PERSONNEL SUPPORT PROCEDURES  
FM CNO WASHINGTON DC//N1NT//  
TO NAVADMIN  
UNCLAS //N01040//  
NAVADMIN 227/05  
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SUBJ/HURRICANE KATRINA PAY AND PERSONNEL SUPPORT PROCEDURES  
/EVACUATION ALLOWANCES FOR MILITARY AND CIVILIAN PERSONNEL//  
REF/A/DOC/EMERGENCY DISBURSING OFFICER/06SEP2005//  
REF/B/LTR/DON OCHR/09SEP2005//  
NARR/REF A IS AGENT PROCEDURES IN SUPPORT OF HURRICANE KATRINA  
RELIEF EFFORTS FROM DFAS. REF B IS DON OCHR MEMO REGARDING  
AUTHORIZATIONS FOR ADVANCED PAY AND SPECIAL ALLOWANCES; EMERGENCY  
PAY AND LEAVE BENEFITS; ADMINISTRATIVE EXCUSAL FROM DUTY FOR

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CIVILIAN EMPLOYEES AFFECTED BY HURRICANE KATRINA.//  
GENTEXT/REMARKS/1. THE PURPOSE OF THIS NAVADMIN IS TO PUBLISH  
STANDARD GUIDANCE COVERING CARE OF NAVY CIVILIAN AND MILITARY  
PERSONNEL AND DEPENDENTS AND ANY OTHER DOD EMPLOYEES WHO HAS BEEN  
ADVERSELY IMPACTED BY HURRICANE KATRINA. THIS NAVADMIN INCORPORATES  
POLICY CONTAINED IN REFS A AND B. IT IS NOT ALL INCLUSIVE NOR IS IT  
INTENDED TO SUPERCEDE EXISTING REGULATIONS AND POLICY OUTSIDE  
HURRICANE KATRINA SCOPE.  
2. MILITARY AND NAVY CIVILIAN PERSONNEL AND THEIR DEPENDENTS ARE  
AUTHORIZED THE FOLLOWING ALLOWANCES:  
A. TRANSPORTATION - MEMBERS AND THEIR DEPENDENTS ARE AUTHORIZED

TRAVEL AND TRANSPORTATION ALLOWANCES FROM THEIR PERMANENT DUTY STATION (PDS) TO A "SAFE HAVEN". DEPENDENTS MAY ELECT AN ALTERNATE SAFE HAVEN. FOR THIS PURPOSE, SAFE HAVEN IS DEFINED AS ANY CONUS LOCATION THE MEMBER AND OR DEPENDENTS DESIGNATE. LOCAL TRAVEL ALLOWANCE IS 25.00 DAILY.

B. PER DIEM - MEMBER IS ENTITLED TO 100 PERCENT OF THE PER DIEM RATE FOR THE SAFE HAVEN AREA. DEPENDENTS (AGE 12 OR OLDER) ARE ENTITLED TO 100 PERCENT OF THE PER DIEM RATE FOR THE SAFE HAVEN AREA. DEPENDENTS (UNDER THE AGE OF 12) ARE ENTITLED TO 50 PERCENT

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OF THE PER DIEM RATE FOR THE SAFE HAVEN AREA.

C. AFTER 31 DAYS DEPENDENTS ENTITLEMENT ARE REDUCED TO:

(1) DEPENDENTS (AGE 12 OR OLDER) ENTITLEMENT REDUCED TO 60 PERCENT OF THE PER DIEM RATE FOR THE SAFE HAVEN AREA.

(2) DEPENDENTS (UNDER THE AGE OF 12) ENTITLEMENT REDUCED TO 30 PERCENT OF THE PER DIEM RATE FOR THE SAFE HAVEN AREA.

(3) PER DIEM RATES CAN BE FOUND AT  
[HTTPS:\(SLANT,SLANT\)SECUREAPP2.HQDA.PENTAGON.MIL/PERDIEM/PERDIEMRTES.HTML](https://(SLANT,SLANT)SECUREAPP2.HQDA.PENTAGON.MIL/PERDIEM/PERDIEMRTES.HTML).

(4) RETAIN ALL PERTINENT RECEIPTS OF YOUR EXPENSES IN THE EVENT SOME OR ALL OF THE EXPENSES ARE FOUND TO BE REIMBURSABLE.

3. MILITARY PERSONNEL, DON EMPLOYEES AND OR DEPENDENTS SHOULD CALL 1-877-414-5358 FOR PREPARATION OF EVACUATION ORDERS AND PAYMENT OF ADVANCE PER DIEM.

4. SPECIAL INTEREST ITEMS FOR MILITARY MEMBERS:

A. ADVANCED MILITARY PAY: THOSE AFFECTED BY THIS POLICY ARE AUTHORIZED UP TO TWO MONTHS ADVANCE PAY (37 U.S.C. 1006(C)) IAW WITH THE UNDER SECRETARY OF DEFENSE MEMO DTD 1 SEP 05 (THIS IS NOT A GRANT AND IT MUST BE REPAID).

B. BAH: SERVICE MEMBERS WILL CONTINUE TO RECEIVE BAH BASED ON

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THEIR PERMANENT DUTY STATION UNTIL AUTHORIZATION IS GIVEN TO SEEK A DESIGNATED PLACE. WHEN SERVICE MEMBERS ARE AUTHORIZED TO SEEK A DESIGNATED PLACE AND OBTAIN PERMANENT QUARTERS, THEN BAH ENTITLEMENT WILL SHIFT FROM THE MEMBER'S PERMANENT DUTY STATION TO THE LOCATION OF THE DEPENDENTS.

C. QUESTIONS ABOUT PAY/PERSONNEL ISSUES ARE AS FOLLOWS:

(1) PERSONNEL WHO WERE SERVICED BY PERSONNEL SUPPORT ACTIVITY DETACHMENT (PSD) NEW ORLEANS CAN CONTACT PSD CORPUS CHRISTI AT 361-961-3558/3576.

(2) PERSONNEL WHO WERE SERVICED BY PSD GULFPORT CAN CONTACT PSD CHARLESTON AT 843-445-4030.

D. CONTACT THE NAVY & MARINE CORPS RELIEF SOCIETY REPRESENTATIVE AT 1-800-654-8364 OR AT [WWW.NMCRS.ORG](http://WWW.NMCRS.ORG).

E. TRICARE INFORMATION CAN BE OBTAINED BY CALLING 1-866-307-9749

F. LEAVE CARRY OVER POLICY IS BEING REVIEWED AND GUIDANCE WILL BE FORTHCOMING IN A SEPARATE NAVADMIN.

5. SPECIAL INTEREST ITEMS FOR DON CIVILIAN PERSONNEL:

A. AUTHORIZATION FOR ADVANCE PAY AND ADVANCE SPECIAL ALLOWANCES. IAW JTR, APPENDIX I, PART B, 30 DAYS OF ADVANCE PAY AND ADVANCE SPECIAL ALLOWANCES ARE AUTHORIZED FOR THE DON CIVILIAN

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EMPLOYEES ORDERED TO EVACUATE AN OFFICIAL DUTY STATION IN LOUISIANA, MISSISSIPPI, AND ALABAMA.

B. EVACUATION PAY/CONTINUATIONS OF SALARY. EVACUATED EMPLOYEES WHO ARE UNDER EVACUATION ORDERS WILL CONTINUE TO RECEIVE REGULAR SALARY PAYMENTS, COMMONLY KNOWN AS EVACUATION PAY, THROUGHOUT THE EVACUATION IAW 5 U.S.C. 5523.

(1) AN EMPLOYEE, WHO IS UNDER OFFICIAL EVACUATION ORDERS AND WHO IS PREVENTED FROM PERFORMING THE REGULAR DUTIES OF HIS OR HER POSITION, WILL CONTINUE TO RECEIVE HIS/HER REGULAR PAY (INCLUDING DIFFERENTIALS), WITHOUT CHARGE TO LEAVE, FOR UP TO THIRTEEN PAY PERIODS UNLESS:

(A) THE ACTIVITY ESTABLISHES AN ALTERNATE WORK SITE FOR AN EMPLOYEE;

(B) THE EVACUATION ORDER IS TERMINATED AND THE EMPLOYEE IS DIRECTED TO RETURN TO HIS OR HER OFFICIAL DUTY STATION;

(C) THE EMPLOYEE FAILS TO PERFORM ASSIGNED WORK WHILE EVACUATED; OR

(D) THE EMPLOYEE RESIGNS/RETIRES FROM THE DEPARTMENT

(2) FOR THE PERIOD COVERED BY EVACUATION PAYMENTS, THE EMPLOYEE MUST BE CONSIDERED AS PERFORMING ACTIVE FEDERAL SERVICE IN

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HIS OR HER POSITION WITHOUT A BREAK IN SERVICE.

(3) EMPLOYEES WHO DO NOT RECEIVE EVACUATION PAYMENTS MAY BE GRANTED EXCUSED ABSENCE.

C. ADMINISTRATIVE DISMISSAL OF EMPLOYEES.

(1) COMMANDER/HEADS OF ACTIVITIES ARE AUTHORIZED TO ADMINISTRATIVELY EXCUSE FROM DUTY ALL OR ANY PORTION OF THE CIVILIAN WORKFORCE, WITHOUT LOSS OF PAY OR CHARGE TO LEAVE, FOR UP TO 30 CONSECUTIVE DAYS BEGINNING 27 AUG 05, AS DEEMED APPROPRIATE DUE TO THE AFFECTS OF HURRICANE KATRINA AND ITS AFTERMATH. (OFFICIALS SHOULD CONSIDER WHETHER OR NOT EXERCISING THIS AUTHORITY IS NECESSARY IF AFFECTED EMPLOYEES ARE ENTITLED TO EVACUATION PAY).

(2) IF THE ADMINISTRATIVE GROUP DISMISSAL WILL EXCEED 30 DAYS, THE COMMANDERS/ACTIVITY HEAD MUST COORDINATE THE VARIANCE WITH MS. ARLEEN KNIGHT, HUMAN RESOURCES SPECIALIST, HEADQUARTERS, COMMANDER, NAVY INSTALLATIONS COMMAND (CNI), AT 202-433-4294, OR

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EMAIL AT ARLEEN.KNIGHT@NAVY.MIL.

(3) WHERE GROUP DISMISSAL AUTHORITY EXCEEDS THREE (3) CONSECUTIVE WORKDAYS, THE COMMANDER OR HEAD OF ACTIVITY MUST DOCUMENT WHY OTHER ALTERNATIVES COULD NOT BE USED AND THE REASON(S) FOR THE LENGTH OF THE DISMISSAL. SEE DEPARTMENT OF DEFENSE 1400.25-M, SUBCHAPTER 610, HOURS OF DUTY.

D. EXCUSED ABSENCE. EXCUSED ABSENCE, WITHOUT LOSS OF PAY OR CHARGE TO LEAVE, DIFFERS FROM ADMINISTRATIVE DISMISSAL IN THAT IT IS TO BE AUTHORIZED ON A CASE-BY-CASE BASIS FOR INDIVIDUAL EMPLOYEES. SEE DEPARTMENT OF DEFENSE 1400.25-M, SUBCHAPTER 630.

(1) MANAGEMENT OFFICIALS AT THE ACTIVITY LEVEL HAVING

APPROVAL AUTHORITY FOR GRANTING EXCUSED ABSENCE SHOULD REVIEW ALL REQUESTS FOR EXCUSED ABSENCE AND MAKE INDIVIDUAL APPROVAL DECISION

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BASED ON THE SPECIFIC CIRCUMSTANCES OF EACH EMPLOYEE'S SITUATION.

(2) MANAGEMENT OFFICIALS ALSO HAVE THE AUTHORITY TO APPROVE EXCUSED ABSENCE WITHOUT A SPECIFIC REQUEST FROM AN EMPLOYEE WHEN THEY DETERMINE THAT THE EMPLOYEE'S SITUATION WARRANTS IT.

(3) ACTIVITIES ARE STRONGLY ENCOURAGED TO ALLOW LOCAL MANAGEMENT OFFICIALS TO GRANT EXCUSED ABSENCE TO EMPLOYEES WHO HAVE BEEN REQUESTED BY FEDERAL, STATE, OR OTHER OFFICIALS HAVING JURISDICTION TO ASSIST IN AUTHORIZED EMERGENCY LAW ENFORCEMENT, RELIEF, AND CLEAN-UP EFFORTS IN AFFECTED COMMUNITIES.

E. EMERGENCY LEAVE TRANSFER PROGRAM. POLICY AND PROCEDURES FOR A DEPARTMENT OF THE NAVY EMERGENCY LEAVE TRANSFER PROGRAM (ELTP) ARE FORTHCOMING. THE ELTP WILL PERMIT EMPLOYEES TO DONATE ANNUAL LEAVE FOR TRANSFER TO ADVERSELY AFFECTED EMPLOYEES WHO NEED ADDITIONAL TIME OFF FROM WORK WITHOUT HAVING TO USE THEIR OWN PAID LEAVE.

F. COLLECTIVE BARGAINING OBLIGATIONS. DURING THIS EMERGENCY, MANAGEMENT OFFICIALS MAY TAKE ACTIONS REQUIRING AN IMMEDIATE RESPONSE EVEN IF CONDITIONS OF EMPLOYMENT OF BARGAINING UNIT MEMBERS ARE AFFECTED. IN SUCH CASES, THE UNION SHOULD BE ADVISED OF THE IMMEDIATE CHANGES BEING MADE AND OFFERED AN OPPORTUNITY FOR POST-IMPLEMENTATION BARGAINING AT THE EARLIEST POSSIBLE DATE. ANY

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AGREEMENT REACHED DURING THIS BARGAINING SHOULD BE APPLIED RETROACTIVELY, IF PRACTICAL. HISTORICALLY, UNIONS REPRESENTING DEPARTMENT OF THE NAVY EMPLOYEES HAVE BEEN VERY SUPPORTIVE AND COOPERATIVE DURING TIMES OF CRISIS.

6. FOR GENERAL SUMMARY AND PRACTICAL EXPLANATION OF THE MANY PAY AND LEAVE BENEFITS AVAILABLE TO ASSIST FEDERAL AGENCIES AND EMPLOYEES WHO MUST COPE WITH SEVERE EMERGENCIES AND THERE AFTERMATH, SEE THE OFFICE OF PERSONNEL MANAGEMENT\_S (OPM) HANDBOOK ON PAY AND LEAVE BENEFITS FOR FEDERAL EMPLOYEES AFFECTED BY SEVERE WEATHER EMERGENCIES OR OTHER EMERGENCY SITUATIONS, SEPTEMBER 2005, ON OPM\_S WEBSITE AT WWW.OPM.GOV/OCA.

7. POINTS OF CONTACT ARE AS FOLLOWS:

- PAYMENTS AND ALLOWANCES.

MS WANDA WILLIAMS, DON, TRAVEL AND OVERSEAS ALLOWANCES PROGRAM MANAGER AT 202-685-6480/DSN 325, OR WANDA.WILLIAMS@NAVY.MIL.

- LEAVE ADMINISTRATION.

MS REBECCA TITTLE, DON EMPLOYEE RELATIONS PROGRAM MANAGER, AT 202-685-6484/DSN 325, OR REBECCA.TITTLE@NAVY.MIL.

- LABOR RELATIONS/BARGAINING OBLIGATIONS.

MR. JIM LEWIS, DON LABOR RELATIONS PROGRAM MANAGER, AT

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202-685-6483/DSN 325, OR JIM.LEWIS@NAVY.MIL

- PAY PROBLEMS/ISSUES.

DFAS DENVER, 1-800-538-9043.

8. OTHER IMPORTANT RESOURCES AND INFORMATION:  
- THE AMERICAN RED CROSS AT 1-877-272-7337, OR WWW.REDCROSS.ORG.  
9. RELEASED BY VADM G. L. HOEWING, N1/NT.//  
BT

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CONDEJK@MASON.NAVY.MIL (CC)  
DCGSNMSG@TACIT.JS.MIL (CC)  
LLAZZARI@GWU.EDU (CC)  
M09B172-MSG@US.MED.NAVY.MIL (CC)  
MESSAGES@DCGSN.ORG (CC)  
NAVY-HQ-AAUSNMESSAGES@AJCC.NAVY.MIL (CC)  
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NAVY-HQ-BUMEDN93@NAVY.MIL (CC)  
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